



**DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH
HEALTH PROFESSIONAL LICENSING ADMINISTRATION
BOARD OF MEDICINE**

To expedite the processing of your **NEW LICENSE APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying:

***WAIVER OF EXAMINATION:**

FLEX – Federation Licensing Examination

USMLE – United States Medical Licensing Examination

NBME – National Board of Medical Examiners

NBOME – National Board of Osteopathic Medical Examiners

LMCC – Licentiate of the Medical Council of Canada

COMBINATION OF ABOVE – SEE §4605.14 MEDICAL REGULATIONS

***PLEASE NOTE:** You must contact the examining authority for the appropriate exam above in order to have your official score transcript sent directly to the D.C. Board of Medicine. See page 6 of instructions for contact information.

Checklist of Supporting Documents required

- ☐ A completed signed application for DC License
- ☐ Two (2) recent passport photos (2" X 2")
- ☐ Three (3) Character Reference Forms, using the Board's standard form included in the application Instructions and Forms package. The forms must be completed by a Physician.
- ☐ You can expedite the process and obtain your American Medical Association (AMA) Profile from the website at:
<http://www.ama-assn.org/amaphysicianprofiles>
or you may contact the AMA directly at
1-312-464-5199 or 1-800-665-2882.
- ☐ Name Change Document (Marriage Certificate, Divorce Decree or Court Order), if applicable
- ☐ Social Security Number or a Sworn Affidavit attesting you do not have a social security number
- ☐ Original Letter of Verification of Licensure from **ALL STATES WHERE YOU HAVE EVER BEEN LICENSED**



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- ☐ Physician Profile (See instructions)
- ☐ Letter(s) of all Post Graduate Experience with start and ending dates on official letterhead sent directly from the institution/organization. Certificates, under extenuating circumstances are allowed if a hardship letter is provided explaining why you are unable to obtain a Post Graduate letter and the reason as well as having the actual certificate copy notarized. For periods of private practice, submit a letter that states start and end dates and location.
- ☐ Undergraduate Transcript coming directly from the institution. Under special circumstances, if foreign educated, a hardship letter may be provided explaining why you are unable to obtain your foreign Undergraduate Transcript.
- ☐ Medical School Transcript coming directly from the institution. Under special circumstances, if foreign educated, a hardship letter may be provided explaining why you are unable to obtain your foreign Medical Transcript.